

# RECORD OF ORDINANCES

0019

87-09

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 87-09Passed October 12, 20 09

9/9/09-gmk  
(Personnel & Safety)

## Ordinance No. 87-09

An ordinance incorporating the City's Public Records Policy into The City of North Canton Personnel Handbook.


WHEREAS, R.C. §149.43 (E) (2) requires that a public records policy be incorporated into a manual or handbook of general policies and procedures for all employees; and

WHEREAS, R.C. §149.43 (E) (2) requires that an employee of the public office who is the records custodian or records manager or otherwise has custody of the records of the office acknowledge receipt of the copy of the public records policy.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

- Section 1. That the Public Records Policy, as authorized by Ordinance 139-07 and as it may be amended from time to time, is hereby ordered and shall be incorporated into The City of North Canton Personnel Handbook.
- Section 2. That the public office shall distribute the public records policy adopted by the public office to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of the office;
- Section 3. That the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of the office shall acknowledge receipt of the copy of the public records policy.
- Section 4. That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

North Canton, OH  
Passed: 10/12/09

  
MAYOR

SIGNED: 10/16, 2009

ATTEST:

  
CLERK OF COUNCIL